

U. S. DEPARTMENT OF ENERGY
ANNOUNCEMENT AND DISTRIBUTION OF DEPARTMENT OF ENERGY (DOE)
SCIENTIFIC AND TECHNICAL INFORMATION (STI)

(When submitting form, input should be typed, not handwritten.)

PART I Information Product Identification

A. Identifiers

1. Product/Report Nos.

2. Award/Contract Nos.

3. Title

(Grantees and Awardees skip to Part 1.B.)

4. Funding Office(s)

5. B&R Code(s)

6. Project ID(s)

7. CRADA Nos.

8. UC/C Category(ies)

9. Information Product Filename

B. Information Product Description

1. Report

a. Type ☐ Quarterly ☐ Semiannual ☐ Annual ☐ Final ☐ Topical

☐ Other (Specify) _____

b. Dates covered (mm/dd/yyyy) ____ / ____ / ____ thru ____ / ____ / ____

2. Conference

a. Type ☐ Conference paper ☐ Published proceedings ☐ Other (Specify) _____

b. Conference title (No abbreviations) _____

c. Conference location (city/state/country) _____

d. Conference dates (mm/dd/yyyy) ____ / ____ / ____ thru ____ / ____ / ____

e. Conference sponsor(s) _____

3. Software (Note: Additional forms are required. Follow instructions provided with this form.)

4. Other (Provide complete description.) _____

C. Information Product Format

___ **1. Product not submitted to OSTI** (*i.e., electronic version*) _____

a. Location (FTP, URL, etc.) _____

b. File format ___ SGML ___ HTML ___ Postscript ___ PDF ___ TIFFG4 ___ Other (*Specify*) _____

c. SGML bibliographic record available ___ With product ___ Separately (*Specify*) _____

___ **2. Product submitted to OSTI** (*i.e., electronic, paper, audiovisual, or computer medium*)

a. Number of copies

___ (1) Two for unclassified processing ___ (2) ___ copies for program unclassified distribution

___ (3) One for classified processing ___ (4) ___ copies for standard classified distribution

___ (5) ___ copies for OSTI to reproduce (*Complete part C.3.*)

___ (6) Other (*Complete part C.3.*)

b. SGML bibliographic record submitted to OSTI ___ With product ___ Separately (*Specify*) _____

c. Method of transmittal to OSTI

___ (1) **Electronic** (*e.g., FTP, E-mail*) (*Note: Transmit only unclassified unlimited information not subject to access limitations over open systems. Contact OSTI for further information.*)

(a) File format ___ SGML ___ HTML ___ Postscript ___ PDF ___ TIFFG4 ___ Other (*Specify*) _____

___ (2) **Computer medium** (*e.g., magnetic tape or diskette*) (*Complete all. Provide a separate electronic or print abstract.*)

(a) Quantity/type (*Specify*) _____

(b) Machine compatibility (*Specify*) _____

(c) Operating system (*Specify*) _____

(d) File format ___ SGML ___ HTML ___ Postscript ___ PDF ___ TIFFG4 ___ Other (*Specify*) _____

___ (3) **Audiovisual Material** (*Complete all. Provide a separate electronic or print abstract.*)

(a) Quantity/type (*Specify*) _____

(b) Machine compatibility (*Specify*) _____

(c) Sound ___ Yes ___ No (d) Color ___ Yes ___ No (e) Playing time _____

___ (4) **Paper**

___ **3. Additional instructions/explanations** _____

D. Contact (*Person knowledgeable about the information product and its submission*)

Name _____ Position _____ Phone _____

Organization _____ E-Mail _____

(DOE/DOE Contractors complete; Grantees and Awardees complete as instructed by contracting officer)

A. Recommendations (Mark at least one)

___ 1. **Unlimited Announcement** (Available to U.S. and non-U.S. public)

___ 2. **Unlimited Announcement/U.S. Dissemination Only**

___ 3. **Classified** (Standard announcement)

___ 4. **OpenNet**

a. Non-NTIS Availability (Required if not available from NTIS)

(1) Accession Number _____ (2) Document Location _____

b. Field Office Acronym _____

c. Declassification date (mm/dd/yyyy) ____ / ____ / ____ ___ Sanitized ___ Never classified

___ 5. **Special Handling** (Legal basis must be noted below.)

___ a. Copyrighted material ___ All ___ Part (Specify) _____

___ b. Unclassified Controlled Nuclear Information (UCNI)

___ c. Export Control/ITAR/EAR

___ d. Temporary hold pending patent review

___ e. Translation of copyrighted material

___ f. Small Business Innovation Research (SBIR) Release date (mm/dd/yyyy) ____ / ____ / ____

___ g. Small Business Technology Transfer (STTR) Release date (mm/dd/yyyy) ____ / ____ / ____

___ h. Proprietary

___ i. Protected CRADA information Release date (mm/dd/yyyy) ____ / ____ / ____

___ j. Official Use Only (OUO)

___ k. Program-Directed Special Handling (Specify) _____

___ l. Other (Specify) _____

B. Releasing Official

___ 1. **Patent Clearance** (Mark one)

___ a. Submitted for DOE patent clearance Date submitted (mm/dd/yyyy) ____ / ____ / ____

___ b. DOE patent clearance has been granted

___ c. DOE patent clearance not required

___ 2. **Released by** Name _____ Date (mm/dd/yyyy) ____ / ____ / ____

Phone _____ E-mail _____

PART III Bibliographic Information

(Note: Providing the following information is optional. For information products that are to be included in the OpenNet Database, the following information will be used for the OpenNet Database records. For all information products, it will be used in announcing those products, as appropriate, to other parts of the DOE community.)

A. Personal Author/Affiliation _____

B. Performing Organization _____

C. Date of Publication (mm/dd/yyyy) ____ / ____ / ____

D. Pages/Size _____

E. Abstract _____

F. Subject Terms _____

G. OpenNet Document Type _____

H. OpenNet Document Categories _____

I. OpenNet Addressee _____

Purpose: Form 1332.15 provides the Office of Scientific and Technical Information (OSTI) information required to appropriately identify, process and/or announce and disseminate the results of work funded by the U.S. Department of Energy (DOE) or performed in DOE facilities. For general information or assistance with this form, contact OSTI at (423) 576-1191, or at the following E-mail address: evaluation@adonis.osti.gov.

When to use: Submit this form with each scientific and technical information (STI) report or information product. When submitting electronically, use the electronic version of the form or the DOE Standard Generalized Markup Language (SGML) electronic bibliographic record. When submitting in paper, input should be typed, not handwritten.

1. DOE and DOE Contractors: DOE, DOE Management and Operating (M&O) contractors, multiprogram laboratories, single program laboratories, and other DOE facilities should complete the entire form and submit it as a package with the STI product to OSTI for processing in accordance with the requirements of DOE Order 1430.1D, *Scientific and Technical Information Management*. Reporting which may be required under the terms of the contract but which is not appropriate for transmittal to OSTI includes contract proposals, funding status, routine construction or inventory reports, and similar products. Submit the package to:

For Mail	For Shipments
U.S. Department of Energy	U.S. Department of Energy
Office of Scientific and Technical Information (OSTI)	Office of Scientific and Technical Information (OSTI)
P.O. Box 62	175 Oak Ridge Turnpike
Oak Ridge, TN 37831	Oak Ridge, TN 37830

2. Financial Assistance Recipients: Complete Part I, except as noted. Forward the form along with the STI product to the DOE Contracting Officer who will complete the rest of the form and submit the package to OSTI. Note: The DOE Contracting Officer may require the awardee to complete other parts of the form and also may require the awardee to submit the package directly to OSTI. Check the specific award requirements.

PART I Information Product Identification

A. Identifiers

1. Product/Report Numbers. The unique primary product or report number assigned to the product is essential. A complete and accurate number must be entered. The number is formatted as the report prefix, a double hyphen, and a sequential number or other identifier. Product/Report numbers should be formatted exactly as specified in these instructions unless the site has received approval for the modification from OSTI.

OSTI has already approved report prefixes for use by most DOE offices and M&O Contractors. Following are examples of such approved prefixes:

Headquarters DOE Programs	DOE/NE--nnn
DOE Operations Offices	DOE/OR--nnn
Major Project Offices	DOE/LLW--nnn-Vol. 1
M&O Contractors	ANL/TM--nnn
Energy Technology Centers	DOE/METC/C--nn/nnnn

Others should use "DOE/" and the final seven characters from the applicable contract or grant number. A forward slash must separate the first two characters from the last five digits. Complete the number with a double hyphen followed by a sequential number for each product/report produced under the contract. For example, the first product/report number produced under contract number AC03-79NE01834 should have the number DOE/NE/01834--1. Following are examples of format for multiple volumes, parts, or revisions:

DOE/NE/01834--Vol. 1
DOE/NE/01834--Pt. 1
DOE/NE/01834--1-Rev.1

More than one product/report number may be provided. Multiple numbers are separated with a semicolon and a space. When more than one number is entered, the first number, considered the primary number, should identify the submitting organization. All other numbers are considered secondary numbers.

For work performed for another agency, the funding agency may assign that agency's product/report number. If so, provide this number.

2. Award/Contract Numbers. Enter the DOE award or contract number under which the work was funded. Additional award/contract numbers related to the product may be entered; separate them with a semicolon and a space. When more than one number is entered, the first number is considered the primary number.

3. Title. Provide the title exactly as given on the product itself, including part, volume, and similar information.

4. Funding Office. This information is essential for providing proper credit to the DOE Program Office providing support/sponsorship/funding. Enter the name or symbol of the DOE Program Office providing support/sponsorship/funding for the work described in the STI product. For projects funded by more than one Program Office, indicate all sources of DOE funding in descending order of dollar amount of funding appropriated. Also indicate funding agency for work for others. Separate multiple amounts with a semicolon and a space.

5. B&R Code. Enter the Budget and Reporting (B&R) code of the DOE Program Office that is responsible for funding the specific project producing the information product. More than one code may be entered; separate codes with a semicolon and a space.

6. Project ID. Enter the unique and permanent Project ID assigned to the project itself by the Operations Office, DOE Program Office, laboratory, or other installation to identify a particular research project. More than one code may be entered; separate codes with a semicolon and a space.

Sample formats: P/ORNL--2533;TTP/RL439005

7. CRADA Numbers. Enter the Cooperative Research and Development Agreement (CRADA) number or the CRADA project task statement number. The CRADA number should be formatted as a "C", slash, laboratory or site code, a double hyphen, and the suffix assigned by the site. The project task statement number should be formatted as a "CP", slash, laboratory or site code, a double hyphen, and the suffix assigned by the site. More than one number may be provided; separate them with a semicolon and a space.

Examples: C/ORNL--91-123; C/ASKC--KCP-94-1001; C/LBL--BG-94-124;
CP/ORNL--92-045; CP/ASKC--KCP-94-1001;
CP/LBL--BG-93-123

8. Unclassified/Classified (UC/C) Category. Enter the appropriate DOE Program Office distribution category code from DOE/OSTI--4500-R75, *Program Distribution for Unclassified Scientific and Technical Reports. Instructions and Category Scope Notes*, for unclassified (UC) or from DOE/OSTI--3679-Rev.75, *Standard Distribution for Classified Scientific and Technical Reports. Instructions and Category Scope Notes*, for classified (C) distribution. (Copies of these publications with updates are available from OSTI.) More than one number may be entered; separate them with a semicolon and a space. Note: The UC category *must* match the sponsoring/funding DOE Program Office.

9. Information Product Filename. Provide the name of the electronic or other computer-generated file that contains the information product itself.

B. Information Product Description

1.a. Report Type. Final reports should be sent to the Technical Information Management System (TIMS) Manager, OSTI, as instructed by the Reporting Requirements Checklist.

3. Software. STI or copyrighted software must be submitted to the Energy Science and Technology Software Center (ESTSC). To obtain required forms and instructions, contact ESTSC at (423) 576-2606.

4. Other. Use for data files, reprints, or other information products not covered by B.1, 2, or 3.

C. Information Product Format

All STI products should be in a form that can serve as the record copy and be of sufficient quality for successful reproduction. When a copy is not submitted to OSTI, procedures should be in place for maintaining a record copy and for answering requests.

NOTE: Sensitive, proprietary, or other information for which access is restricted by statute or regulation shall not be transmitted via open systems networks (e.g., the Internet) unless authorization and/or encryption has been coordinated with OSTI in advance.

1. Use only when a copy of the information product *will not* be submitted to OSTI per that site's agreement with OSTI.

1.a. Location. Provide a complete address sufficient to access a complete copy of the STI product, such as the FTP (File Transfer Protocol) site or the URL (Uniform Resource Locator). More than one address may be entered; separate addresses with a semicolon and a space.

1.b. File format. Check "Other" *only* when special arrangements have been made with OSTI to provide an STI product in a non-standard format. Standard formats are SGML, HTML (Hypertext Markup Language), Postscript, PDF

(Adobe Acrobat Portable Document Format), TIFFG4 (Tagged Image File Format Group 4), and paper [see DOE G 1430.1D-1, *Guide to the Management of Scientific and Technical Information*, Part II, Chapter 5 (revised)].

1.c. Bibliographic record. Check "with product" if an SGML-tagged bibliographic record is attached to the STI product. Check "separately" and indicate availability if the record is available separately.

2. Use when submitting one or more copies of the information product to OSTI.

2.a.(2), 2.a.(4). When submitting copies (e.g., paper, videocassette, diskette) for distribution by OSTI, send the number of copies specified in DOE/OSTI--4500-R75 or DOE/OSTI--3679-Rev.75 for the UC/C distribution categories listed in 1.A.8.

2.a.(5) For paper, one reproducible copy must be original ribbon or offset and be completely legible according to DOE G 1430.1D-1; a high-contrast photocopy is acceptable as a second reproducible copy.

2.b. Check "with product" if an SGML-tagged bibliographic record is attached to the STI product. Check "separately" and indicate availability if the record is available separately.

2.c.(1). Provide information for computer-generated products sent to OSTI electronically [e.g., via FTP or E-mail (Electronic mail)]. Only unclassified, unlimited information should be transmitted on open systems networks such as the Internet.

2.c.(2); 2.c.(3). Provide a separate electronic or paper copy of an abstract for the STI product. If an electronic version of the abstract is provided, it should be in one of the standard formats (SGML, HTML, Postscript, PDF, TIFFG4).

2.c.(2)(a) Indicate the quantity and type of medium (e.g., 1 magnetic tape).

2.c.(2)(b) Indicate the machine with which the medium can be used (e.g., IBM PC-compatible, hard disk, 8 Megs).

2.c.(2)(c) Indicate the operating system needed to use the product (e.g., UNIX; WINDOWS 3.1).

2.c.(1)(a); 2.c.(2)(d). Indicate the format of the file containing the product. If it is a textual STI product (e.g., a report), the format should be one of the standard formats (SGML, HTML, Postscript, PDF, TIFFG4) unless special arrangements have been made with OSTI to send the product in a non-standard format. Check "Other" and specify file format if the file is not a textual STI product (e.g., a data file) or if special arrangements have been made with OSTI to send the text in a non-standard format.

2.c.(3)(a). Indicate the quantity and type of medium (e.g., 2 videocassettes).

2.c.(3)(b). Indicate the machine with which the medium can be used (e.g., VHS).

3. Provide sufficient instructions for OSTI to accurately process, announce, or distribute the STI product. Include complete funding information when requesting services. Use this block to note when mailing labels are included.

D. Contact Provide a contact which OSTI can use if additional information is needed for processing the information product.

PART II Information Product Announcement and Handling

A. Recommendations

DOE is obligated to make available the results from federally funded work to the widest extent possible. OSTI makes distribution of STI products on behalf of DOE strictly in accordance with existing laws, regulations, and/or written DOE Program Office guidance. Recommendations to restrict access to STI products must have a legal basis or be accompanied by written programmatic guidance. Questions concerning current laws and guidance may be referred to OSTI at (423) 576-1195.

1. Unlimited Announcement. The unrestricted, unlimited distribution of the product includes abstracting in the *DOE Reports Bibliographic Database* (URL <http://www.doe.gov/html/dra/dra.html>) and, when appropriate, DOE distribution to appropriate addressees listed in

DOE/OSTI--4500-R75, to those Government Printing Office (GPO) Depository Libraries maintaining energy collections, and to the National Technical Information Service (NTIS) for sale to the U.S. and non-U.S. public.

2. Unlimited Announcement/U.S. Dissemination Only. STI products suitable for this designation are those which otherwise are not protectable under FOIA, but whose content falls under the subject areas described in the sensitive subjects attachment of DOE Order 1240.2B, *Unclassified Visits and Assignments by Foreign Nationals*.

3. Classified. STI products will be announced by OSTI in accordance with DOE/OSTI--3679-Rev.75.

4. OpenNet. STI products will be announced on the Department's OpenNet Database in accordance with the Department's Openness Initiative. All STI products declassified *and made publicly releasable* after October 1, 1994, shall be announced on OpenNet. Additionally, older declassified STI products and any never classified STI products of significant or historical public interest *may* be announced in keeping with the Department's intent to be open with and accountable to the public.

When records for declassified STI products are submitted to OSTI electronically, an authoritative classification change notice (paper only), in accordance with DOE Order 5650.2B, *Identification of Classified Information*, must accompany that submission.

4.a.(1). Accession Number: Required when a document is not being made available through the National Technical Information Service (NTIS). This number may be used by OpenNet users when requesting a document. The Accession Number is a **unique** identifier of up to 13 alphanumeric characters only (A-Z, a-z, or 0-9). The transmitting field or program office is responsible for assuring that the number is unique within its jurisdiction. OSTI will add a two-character prefix to ensure the number's uniqueness across DOE for a maximum size of 15 characters.

4.a.(2). Document Location: Required when a document is not being made available through the National Technical Information Service (NTIS). This should identify where the public may go to obtain a copy of the document. At a minimum, this entry must contain a point of contact and enough additional information to enable a user to order a document (e.g., address, phone number, fax number, E-mail address, etc.). Multiple location entries can be supplied; separate multiple locations with a semicolon and a space. Note: If a standard location will be used (e.g., a public documents reading room), OSTI can provide an availability code that can be entered instead of the location text.

4.b. Field Office Acronym: Use the appropriate acronym provided in "*OPENNET DeClassified Information Database Data Input Specifications*," revised December 15, 1994.

4.c. Declassification Status: Required for all documents being entered into OpenNet. Provide the declassification date for any document that has been declassified and publicly released. Check "Sanitized" for documents with portions deleted for privacy or security reasons and enter a declassification date if the sanitized document is also a declassified document. Check "Never classified" for documents that have never been classified and are being made publicly available.

5. Special Handling. The specific legal basis for restricting access must be checked. All STI products will be announced and distributed strictly in accordance with existing laws, regulations, or official guidance.

a. Copyrighted material—A copyright claim on part or all of the contents of the information product affects the reproduction and distribution of the product by OSTI.

i. Protected CRADA information—STI products generated under Cooperative Research and Development Agreements (CRADAs) and marked as containing protected CRADA information under the National Competitiveness and Technology Transfer Act of 1989. Include the estimated release date for the STI product in accordance with the terms of the agreement.

k. Program-Directed Special Handling. Provide a reference to specific guidance or attach a copy of the specific guidance.

B. Releasing Official

The appropriate official differs based on the source of the STI, the contracting instrument, and the internal organizational responsibilities. Do not forward this form to OSTI until after appropriate review and release.

FORM DOE F 1332.15 INSTRUCTIONS**PART III Bibliographic Information****A. Personal Author/Affiliation**

Provide the name of the author of the information product followed by the affiliation (i.e., the name and location of the organization where the author was employed when the research was conducted). Enclose the affiliation in parentheses. More than one author may be provided; separate multiple entries with a semicolon and a space.

Examples: Jones, T. M. (Environmental Restoration, Inc., Oak Ridge, TN (US)); Markay, A. R. III (Waste Removal, Ltd., Ottawa, ON (Canada))

Fields, J.M., ed. (University of Illinois, Urbana, IL (US))

B. Performing Organization

Provide the name and location of the organization that performed the research or issued the information product. More than one organization may be provided; separate multiples with a semicolon and a space.

Example: Los Alamos National Laboratory, Los Alamos, NM (US)

C. Date of Publication

Provide the date when the information product was published or issued.

D. Pages/Size

Provide the total number of pages or other designation that gives an indication of the size of the information product

Example: 105 p.

E. Abstract

Provide a clear and concise English language summary of the information content of the product. The abstract length should be no more than 2,000 characters.

F. Subject Terms

Provide terms (e.g., keywords or subject descriptors) that describe the content of the publication. More than one term may be entered; separate

multiple terms with a semicolon and a space. A list of OpenNet subject terms is available at URL

<http://www.doe.gov/html/osti/opennet/lists/terms.html> for information products that will be included in the OpenNet Database.

G. OpenNet Document Type

For information products that will be included in the OpenNet Database, provide the appropriate document type based on the list in " 'OPENNET' Declassified Information Database Data Input Specifications," revised December 15, 1994. The list of OpenNet document types is also available at URL http://www.doe.gov/html/osti/opennet/lists/doc_type.html.

H. OpenNet Document Categories

For information products that will be included in the OpenNet Database, provide the appropriate two-level subject categories based on the list in " 'OPENNET' Declassified Information Database Data Input Specifications," revised December 15, 1994. The list of OpenNet document categories is also available at URL <http://www.doe.gov/html/osti/opennet/opencats.html>.

I. OpenNet Addressee

Provide the name and address of the recipient of the information product if it is a memo, letter, or similar type of product.

OMB BURDEN DISCLOSURE STATEMENT

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Information Resources Management, HR-422-GTN, Paperwork Reduction Project (1910-1400), U.S. Department of Energy, Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-1400), Washington, DC 20503.